



Department of Human Resource Management

Worklife Elevated

State of Utah Employee Newsletter

Where is this picture? See page 9

INSIDE THIS ISSUE:

Executive Director's Message
Sherrie Hayashi, ULC

Agency Highlight:
Labor Commission
- Promoting Safety
- Featuring Mary Betts

2007 Legislative Parking

Governor Huntsman's Budget Highlights

Human Resources
-DHRM Mission Statement:
Part 3 of 3
-Employee Engagement
-New DHRM Survey on
Customer Service
- 2007 MOY & EOY:
Nominations Begin

Benefits and Compensation
-Year End Leave Report
-2007 Holidays
-W5/W2 Info. & Deadlines
-The Governor's Workwell
Challenge
-Influenza Vaccine

Tips/Hints/Etc.
-Utah Saves

DHRM Contact Information

EXECUTIVE DIRECTOR'S MESSAGE

Commissioner Sherrie Hayashi, Utah Labor Commission



It may be a cliché, but as any good human resource representative or manager knows, an employer's most valuable resource is its employees.

Philosophically, we know this, but in our busy day-to-

day existence of hearing workers' compensation claims, mediating employment discrimination cases, and inspecting workplaces, we often forget this essential guiding principle.

As other agencies, the Labor Commission has been deeply involved in the strategic planning process of developing and implementing our Balanced Scorecard. The Labor Commission has identified five major objectives for our agency: 1) Workplace Safety and Fairness; 2) Quality Constituent Service; 3) Efficiency; 4) Competent and Dedicated staff; and 5) Financial Accountability.

Workplace Safety and Fairness: We must provide our staff with the technical knowledge by providing sufficient training and effective communication of policies and procedures. Staff must have these tools in order to credibly carry out the Labor Commission's regulatory responsibilities of assuring that Utah worksites are safe and fair.

Quality Constituent Services: In order to earn the respect of the employees,

employers, community groups, professional associations, and the general public, the Commission must put forth the highest quality work product possible.

Professionalism in the manner in which we do our job, and the fact we apply our regulatory responsibilities in a fair, timely and correct manner, demonstrate the quality in which we serve our constituents.

Efficiency: Creating a culture of open discussion and exchange of ideas, and identifying opportunities for continuous improvement can only be truly found by engaging the people who do the job on a daily basis.

Financial Accountability: As state employees, we understand we are public servants and have an obligation to make the best use of state and federal funds to carry out our statutory obligations for the public good. Our ability to be accountable and demonstrate our success in meeting quantifiable measures demonstrates in very visible terms our commitment to serving the people of the State of Utah.

The Labor Commission has some of the most dedicated and knowledgeable people in state government. Providing our employees with the support and direction they need to do their jobs through training, effective communication, and most of all by valuing their daily contributions, is the best way the Labor Commission can meet its overall goals and objectives, and serve our employees and the State in the best way possible.



PROMOTING SAFETY AND FAIRNESS – Utah Labor Commission

Utah is an industrious state. After all, we are the "Beehive State." As Utahns, we want to provide a high quality of life for ourselves and our families. We value our work ethic. We take pride in our work. We also believe our workplaces should be safe and fair. We want our family members to come home safe and sound from a hard day's work. The Utah Labor Commission plays a pivotal role in assuring the safety and fairness of Utah's workplaces.

The Commission is made up of five different Divisions: Utah Occupational Safety and Health; Industrial Accidents; the Utah Antidiscrimination & Labor Division, Boiler and Elevator Safety, and the Adjudication Division.

Each of these Divisions educates, regulates, mediates, and resolves issues within the workplace.

*The **Utah Occupational Safety and Health Division or "UOSH"** conducts compliance inspections of workplaces to assure that Utah's workplaces are free from hazards which can cause serious physical harm to workers and that employers are complying with safety and health standards and regulations. UOSH also provides consultation services to small employers to assist employers with voluntarily identifying and remedying workplace hazards without threat of penalty or other sanction, and provides education and training as a means of promoting safer work*

environments.

*The **Industrial Accidents Division** monitors and assists in the prompt payment of compensation to injured workers and their return to the work force. The Division is also responsible for investigating and determining whether employers maintain workers compensation coverage for their employees.*

*Employment Discrimination based upon a person's race, color, sex, national origin, age (over 40), disability, or religion is dealt with by the **Utah Antidiscrimination & Labor Division**. The Division also enforces housing discrimination laws which*

(Continued on page 3)

GREAT RESOURCE IN WORKER'S COMP - Mary Betts

By Robyn Barkdull,
Public Information Officer



If you are unfortunate enough to have a problem with the payment of your workers' compensation benefits, but fortunate enough to have

Mary Betts look into your case, you will not only resolve the issue, but you'll feel it was handled efficiently, and better still, in a professional and courteous manner.

Mary has been with the Labor Commission for 29 years, hired back in the day when we were called the Industrial Commission, and the Commissioner interviewed all potential employees personally. She was hired for a clerk position, but moved up the lad-

der quickly to become what is now the Program Manager for the Division of Industrial Accidents. The Division assists injured workers to receive timely workers' compensation benefits, and resolves disputes under the state's Workers' Compensation Act.

Technology has played a major role in the Division's ability to provide efficient service for injured workers over the years. One of Mary's initial responsibilities included manually reviewing and filing all incoming medical and employers' reports in alphabetical order. Reports which showed the employee lost over three day's work also required creating a hard copy file. The Division received about 57,000 Employers' First Report of Injury and 67,000 initial medical reports in 1978! Reading and filing each one was a horrendous undertaking.

Today, the number of reports has increased somewhat, but a computer

case management system having the capability to run reports which indicate vital information, has made the process much more efficient. Although this is a work in progress, "Our vision is focused on being able to offer a system where insurance carriers, employers, and medical providers can file all required workers' compensation documents electronically, rather than sending paper copies," said Mary.

Mary's goal is to help make the process of filing a workers' compensation claim as simple as possible, with clear guidelines to follow. That way, all parties can have expectations on how the claim will move forward and what time frames apply, whether you are an injured worker trying to pick up the pieces of your life, or you are an insurance carrier, working diligently to manage the claim. Mary says, "The ultimate goal for all parties to a claim

(Continued on page 4)



2007 LEGISLATIVE SESSION PARKING

by Allyson Gamble
Capitol Preservation Board

During 2007, employee parking on Capitol Hill will be in a transition phase. The Capitol Preservation Board, in cooperation with Capitol Hill Divisions and Offices, has developed several options for parking and transportation. The plan is designed for employees to be able to choose the transportation option that works best for them.

♦ Parking Options

Lot "A"- Employee Lot: Approximately 225 stalls available. First come first serve basis.

Utah State Fairpark: Available to all employees with a free shuttle running between Capitol Hill and the Fairpark.

- Hours of Operation: 6:30 a.m. to 6:30 p.m. every 15 minutes.

- Capitol Hill Shuttle Pick-up/Drop off: Inside the gate of the underground plaza parking.

- Fairpark West Parking Lot: for Pick-

up/Drop off, Parking and Shuttle Service: West lot is located west of the Jordan River on North Temple. UTA Bus service is on the South side of North Temple across the street from the West parking lot.

- Street Parking: Please keep in mind the Capitol Hill neighborhoods have instituted the Salt Lake City permit program, which has a two hour time limit on visitor parking.

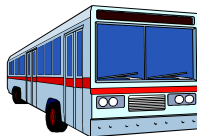
♦ Mass Transit Options

- Transit passes will be provided to every Capitol Hill employee for 2007. This pass is for TRAX and UTA bus routes.

- Bus Route 23 services Capitol Hill.

Circulation to Capitol Hill is a 15 minute headway. Route 23 connects with TRAX and several of the commuter busses servicing downtown.

- Van Pools are offered by the UTA Rideshare Program. You can access



this information by going to www.utarideshare.com or contacting the rideshare staff at (801) 262-5626 or utabus@utabus.com.

♦ Alternate Work Sites

The Capitol Preservation Board suggests as an option for employees to work from home or at alternate locations. If this is an option that would work for you please see your Manager or Director.

♦ Traveling To Other Sites

Fleet Management will continue to provide short term rentals. Please contact Fleet Management for reservation instructions. 538-3014

In 2007, we will see the completion of the base isolation, restoration and conservation projects on the Capitol. We thank you for your patience over the years and realize this will be a difficult year for employees to park and commute to Capitol Hill, but look forward to sharing with you the re-opening of the "People's House".

PROMOTING SAFETY AND FAIRNESS, CONT.

(Continued from page 2)

prohibit discrimination based upon race, color, sex, national origin, disability, religion, familial status (families with children under the age of 18), and source of income (federal, state, or local governmental assistance). An individual who hasn't received his or her paycheck whether it is for commissions, bonuses, or other forms of compensation, can also file a wage claim with the Division. The Division also enforces minimum wage requirements and laws regulating the employment of minors.

The **Boiler and Elevator Safety Division's** mission is to ensure public

and employee safety by inspecting boilers, pressure vessels, and elevators. Elevators, escalators, boilers and pressure vessels are essential to modern life but can cause catastrophe if improperly designed, installed or maintained. The Safety Division's challenge is to apply appropriate engineering and inspection standards to ensure that Utahns will not be harmed by defective boilers, pressure vessels, elevators or escalators. The Safety Division also administers the Mines and Mining Program (Miner Certification) from our satellite office in Price, Utah.

The **Adjudication Division** of the Commission conducts formal administrative hearings on written appeals of workers compensation disputes, penalties imposed on employers for failing to maintain workers compensation coverage, employment discrimination matters, and UOSH penalty citations. Our new office in Parowan will enable the Commission to better serve the public in Southern Utah.

For more information about the Labor Commission, please visit us at our website at www.laborcommission.utah.gov or contact us at (801) 530-6800.



GOVERNOR HUNTSMAN'S BUDGET HIGHLIGHTS

By John Nixon
Director, Governor's Office of
Planning and Budget

On December 12th, 2006, Governor Huntsman released his budget outlining the priorities that he has for the upcoming legislative session. Given the record amount of new money that we had to work with - \$1.6 billion, we were able to present a well balanced budget that addresses many of the critical needs facing our great State. Some of the highlights are as follows.

Governance:

-State Employee Compensation – \$45 million in General Fund for a 3.5 percent cost-of-living adjustment, discretionary salary adjustments to address critical hotspots in state agencies, and to fully fund benefit rate increases

Education:

-\$7.5 million to establish voluntary full-day kindergarten for at risk students

-\$153.7 million for a 7.0 percent increase in the WPU

-\$67.3 million in ongoing funds for enrollment growth

-\$28.7 million for a STAR 20 (Student to Teaching Adult Ratio) to enhance learning environment in grade K-3

-\$25 million to provide a one-time teacher bonus

-\$22 million for a ProExcel (Professional Excellence) program that provides differentiated career paths to attract, train, evaluate, compensate, and retain quality educators

Economic Revitalization:

-Tax Reform - \$100 million as a second step in making Utah more competitive by lowering the top rate to 5 percent and implementing a taxpayer tax credit

-Economic Development - \$5.0 million for the motion picture incentive fund and \$13 million for tourism and promotion

Quality of Life:

-Transportation - \$450 million for Centennial Highway Fund projects, bridge repair, corridor preservation, and choke point and safety projects

-Critical Lands - \$16.6 million to preserve and restore critical lands and to create a renewable energy fund

-Anti-Methamphetamine Initiative - \$5.1 million to reduce the negative impact methamphetamines are having on State resources

-Insurance - \$4.2 million to improve access to the Children's Health Insurance Program (CHIP)

While Governor Huntsman knows that all of the needs facing our State cannot be met with this budget, it represents a balanced approach to the most critical needs, both now and in the future. For more information regarding the budget please visit <http://governor.utah.gov/gopb/budgetfy08.html>

GREAT RESOURCE IN WORKERS' COMP, CONT.

(Continued from page 2)

is for the injured worker to be able to return to productive work."

Because all cases don't follow this perfect model, Mary's staff is available to offer assistance in resolving differences informally. As Mary points out, "As State employees, we owe this to the citizens; where else can they turn without having to obtain legal counsel?" These communication interchanges also alert the Division to problems or concerns within the system, allowing the Commission to make rule or legislative changes, continually working to improve the program.

Mary is proud of the developments of the Division which make the system more successful. The implementation of the Alternate Dispute Resolution Program (ADR), gives parties another option to filing for an administrative hearing. Their OUTREACH effort sends staff members to work sites and medical facilities, providing training on Utah's Workers' Compensation Program. She believes the Division should educate, not penalize, and finds Utah's employers to be very cooperative.

Mary attributes her longevity with the state to employees and managers, both past and present, who have af-

forded her the opportunity not only to work with them, but also to learn from them. She asks herself often, "Why have I been so lucky to have a job I truly enjoy coming to each day?" We think the Commission has been lucky to have Mary put up with us for so long!

Although the workers' compensation system is far from perfect, with the united efforts of the community and dedicated employees at the Commission such as Mary, this program will continue to thrive and grow to meet the needs of Utah's citizens.



DHRM MISSION STATEMENT

Part 3 of 3

By Jeff Herring

Recently, DHRM received an inquiry from a State Employee regarding what is meant in DHRM's mission statement of adding value to the State by:

- Increasing customer service,
- Increasing efficiency, and
- Decreasing liability.

It was an important and valid question. In the last couple of issues we expounded on what is meant by "decreased liability" and "increased customer service." This issue we will tackle what is meant by "increased efficiency."

Efficiency to DHRM means how effectively we are doing what we do. This is an item that needs to be measured. We need to change the view that employees are a cost, to the view that employees are an investment. The role of HR in business is changing. It has gone from the days of personnel departments that processed paper and only dealt with hiring and firing, to the human resource consulting model we are using today. The main difference is the switch in paradigm that employees are human capital. Other pieces of capital are our buildings, our equipment, and our IT systems. However, due to its flexibility and uniqueness, our human capital

is the most valuable capital asset the State has.

One of the best methods I know to make this change from a cost to an investment is by measuring efficiency. Metrics are used to measure the effectiveness of other capital items. We also need to use this business tool to measure the effectiveness of the workforce. Currently, the State is well underway in the implementation of a Balanced Scorecard to help the State, Departments, Divisions, and even employees measure the effectiveness of our performance. DHRM is proud to be a partner in this process to better measure and manage performance.

EMPLOYEE ENGAGEMENT

By Jamie Nagle

There is a plethora of business journals, articles and management books full of complicated advice on how to increase the effectiveness of your organization and increase employee engagement. Ignore them! Effective leadership isn't rocket science; it's simple if you follow these steps.

- ◆ Have a vision of where you want to get to
- ◆ Clearly and persuasively communicate that vision to employees
- ◆ Be consistent in your behaviors as you strive to achieve that vision
- ◆ Involve your people and value their input

If you are consistent in your application of these four principles your employees will follow you. Fail and you will be out there on your own.

Technology advances at lightning

speed and as technology becomes more complex the skills required to function in the workplace become more specialized. As a result, more jobs are interconnected within the workplace. So what does this have to do with employee engagement? If problems or tensions are allowed to fester in the workplace, interdependent relationships suffer and the organization becomes vulnerable.

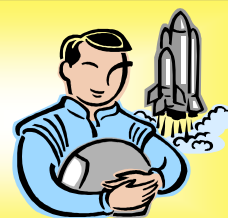
Workplace friendships serve an important function in helping an organization achieve positive results. In addition to workplace friendships, a Gallup poll found that employees that are categorized as "highly engaged" perceive an element of selflessness in their closest partnerships with management.

To encourage and increase employee engagement, throw out the old maxim "familiarity breeds contempt". That practice actually weakens em-

ployee productivity. To validate this, ask the question "Would I be willing to go the extra mile for my employer?" Chances are pretty high that if the answer to this question is yes, there is an environment that emphasizes trusting relationships and where workers feel they are set up for success.

Efficient organizations are those that are able to identify their company values, articulate a vision, and then parlay the vision and values of the organization into those of their employees. However, this is only possible if relationships are in place that allow a manager to truly know what is important to the employee.

**EFFECTIVE
LEADER-
SHIP ISN'T
ROCKET
SCIENCE!**





NEW DHRM CUSTOMER SERVICE SURVEY

By Casey Parry

Soon you may start receiving a customer survey email after DHRM provides a service. Increasing customer service is one of DHRM's key priorities, and we have made customer satisfaction one of our key performance indicators on our Balanced Scorecard. In order for us to know how we are doing, we need to be able to measure the agencies' perception of our ser-



vice, as well as track our performance over time to find out how well we are increasing customer service. To achieve this we have created a customer service survey.

The survey will be sent out via email to customers after receiving a service from DHRM. It is a short, easy to use online form that can be completed in just a few minutes. It is a

great way to provide feedback to DHRM on where we are doing well and how we can improve. Feedback will be anonymous, but there is an option to include your contact information if you would like to receive follow up on a specific question or concern.

So when you receive a customer survey email from DHRM, please take the time to complete it and help us improve our service to you.

NOMINATE YOUR FELLOW STATE EMPLOYEES!



It's time to get your thinking caps on! Nominations for 2006/2007 Manager of the Year and Employee of the Year awards will soon be requested.

Do you work for or know a "best ever" manager? Is he/she a great leader and decision maker, with great customer service and communication

skills? Someone who creates and maintains a positive, successful work environment? Any supervisor or manager, from first line supervisor up to and including executive directors may be nominated.

Do you know an employee who is extraordinary in performing functions with creativity and efficiency, who has excellent relationships with the public and other employees and is

committed to serving the public as the client? Someone with a commitment to economy and efficiency in State Government? This award is for non-management employees who are not in a supervisory position.

Nomination information will be disseminated to employees when the 2006/2007 nomination criteria and forms are available. Who do you want to be recognized? Get thinking!!

TIME TO REVIEW YOUR YEAR END LEAVE SUMMARY

By Crisanta Gwilliam

The Year End Leave Summary report will be available for agencies to print on 1/11/2007. All employees who are eligible for leave benefits will receive a summary which reflects the leave balances after the final pay period of the leave year has been processed. Pay period 26 (ending 12/29/2006) is the final pay period of 2006. The year end adjustments to delete any annual/converted sick over

320 hours, as well as add the new converted sick leave are also included on this report. Each employee is expected to review the report, and if no discrepancy exists, certify the information listed on this report is true and correct by signing the document and returning as requested by agency management for placement in the employee's personnel file. Discrepancies may be noted directly on the report and addressed with your agency payroll representative no later

than February 27, 2007.

Employee's who do not want to convert their sick leave and did not "opt-out" of the sick leave conversion process altogether, still have an opportunity to reverse the conversion **provided they notify their payroll representative no later than February 27, 2007.** The employee may request to have all (or a portion of) the hours that converted from sick leave to converted sick and/or annual leave returned to their sick leave.



2007 Holidays

01/01/2007 (M) New Year's Day

01/15/2007 (M) Dr. Martin Luther King, Jr. Day

02/19/2007 (M) Washington and Lincoln Day

05/28/2007 (M) Memorial Day

07/04/2007 (W) Independence Day

07/24/2007 (T) Pioneer Day

09/03/2007 (M) Labor Day

10/08/2007 (M) Columbus Day

11/12/2007 (M) Veterans' Day

11/22/2007 (Th) Thanksgiving Day

12/25/2007 (T) Christmas Day

W-5 AND W-2 INFORMATION AND DEADLINES

By Pam Hanson

◆ **Earned Income Credit (EIC)**

Employees that receive Earned Income Credit need to submit a new original (no faxes or copies) 2007 W-5 form to State Payroll by January 5, 2007. The 2006 Earned Income Credit form expires on December 31, 2006. Check the IRS website for the 2007 form at <http://www.irs.gov/>.

◆ **Address Changes for W-2's**

January 4, 2007, is the last day for address changes to be made for inclusion in W-2 processing. Verify that the name and address listed on your last check stub or deposit advice is correct. Notify your HR office immediately if changes need to be made.

The Division of Finance sends all W-2's to Central Mail on January 8, 2007. Central Mail will then take a few days to mail the W-2's out to all employees including those that terminated. All W-2's are mailed to the address in the payroll system as of the January 4 update.

◆ **How to Request a Duplicate W-2**

W-2s are mailed to your home address around January 15 of each year. If you do not receive your W-2 by the end of January, you should

notify your agency Payroll contact.

In the event you lose your W-2 or require a duplicate copy for another reason, you can print your own* (see below) or request one from State Payroll **after January 31**. There is a \$5 processing fee for each tax year requested from State Payroll. Checks or money orders should be made payable to the State of Utah.

You can request a duplicate either in writing or in person. The request must include your name, Social Security Number, the tax year being requested, your mailing address, a daytime telephone number, and your authorizing signature.

Parking on Capitol Hill is very limited from January 1 through March 15. If you should need to visit Capitol Hill on business during this period, we encourage you to use mass transit. Otherwise, limited public parking is available on the east side of the Capitol.

Office hours for the Division of Finance are from 8 a.m. until 5 p.m.

Send **written requests** to:

Division of Finance - Payroll
2110 State Office Building
Salt Lake City, Utah 84114
Include \$5 for each tax year requested

To request a duplicate in person, go to the Division of Finance office located in 2110 State Office Building, which is the building directly north of the State Capitol. Limited public parking is allowed on the east side of the State Capitol. Bring an ID (driver's license or state ID) and \$5 for each tax year requested.

If you need a duplicate W-2 for a **year prior to 1996**, call State Payroll at 801-538-3056.

Under no circumstances will W-2s be sent by FAX.

* Employees who have access to ESS can print their own duplicate W-2 forms. To access this function, log in to ESS and click on the Employee Self Service tab. Then click on "My Information." The links to access "Print Duplicate W-2" and "IRS W-2 Instructions" are in the Detailed Navigation tray on the left. The Help Tools on the My Information Overview page include "Description of the Print Duplicate W2 screen" if additional instruction is needed.





THE GOVERNOR'S WORKWELL CHALLENGE



If your New Year's Resolution is to start exercising, make sure you include resistance

training. Muscle helps us maintain a healthy weight and do daily tasks easily. Resistance training can be as simple as push-ups and lunges, or can include weights and exercise bands.

Use these tips to get started:

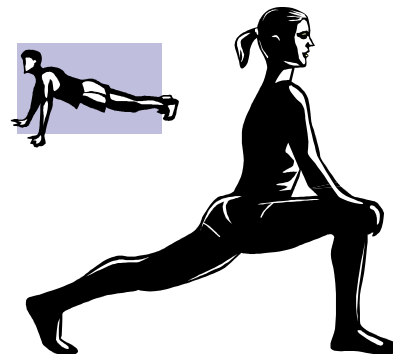
-Warm up before activity by

walking, not stretching.

-Aim for 1-3 sets of 8-12 repetitions. If you can't do 8 reps, lower the resistance. If you can easily do 12 reps, increase the resistance.

-Rest 48-72 hours between resistance training workouts. You can still walk, run, cycle, etc. everyday.

For resistance training exercises, visit www.checkyourhealth.org and select "Workouts on the Web."



INFLUENZA VACCINE – THE BEST DEFENSE AGAINST THE FLU

By Rebecca Ward
Community and Outreach Coord.,
Utah Immunization Program

Influenza (flu) season is here and the reported number of hospitalized flu cases in Utah is increasing. If you have not received the flu vaccine, it's not too late. There is still time to get vaccinated to reduce your chances of getting sick before the peak flu season begins.

The flu is not just a cold. You usually get sick quickly (one to two days after being exposed) and have fever, muscle aches and pains, cough and/or sore throat. Prescription

antiviral medications can reduce the duration of flu if taken within two days after symptoms begin. If you get the flu, rest, drink plenty of liquids, avoid using alcohol and tobacco and take medication to relieve the symptoms.

The best defense against the flu is getting vaccinated. Here are a few facts about the flu vaccine.

- ◆ The flu vaccine will not cause the flu.
- ◆ Flu vaccine protects against three different types of flu viruses.
- ◆ There are two types of flu vaccines, the flu shot and the nasal spray.
- ◆ Flu viruses change every year and so does the vaccine.

Vaccination is recommended yearly, especially for certain people who are at greater risk of getting seriously ill from the flu such as the elderly, young children, pregnant women, healthcare workers and those with kidney, lung or heart disease.

It takes about two weeks for the vaccine to provide protection.

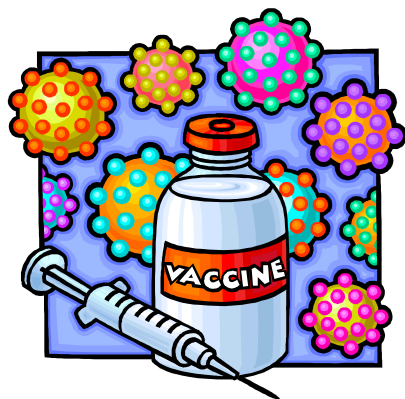
Flu vaccination is recommended

throughout the flu season, and flu vaccine is still available. However, due to the timing of vaccine distribution, vaccine supplies may be not be available in all areas. Contact your medical provider, call the Immunization Hotline at **1-800-275-0659**, or check the **Flu Vaccine Locator** at www.immunize-utah.org for more information on vaccine availability.

In addition to getting the flu vaccine, follow these simple measures to reduce the risk of getting sick:

- ◆ Cover your mouth and nose with a disposable tissue when you cough or sneeze and throw the tissue away.
- ◆ Wash your hands often with soap and water for at least 20 seconds.
- ◆ Stay away from other people when you are sick.

For more information and updates on influenza-related statistics, vaccine recommendations and disease facts, visit the Utah Department of Health Influenza web page at: <http://health.utah.gov/flu>.



**Learn more about Utah Saves****February 27th – March 4th**

- ◆ During the week of February 27 to March 4, Utah Saves will be offering on-site workshops on a wide variety of topics. **Look for educational opportunities coming soon!**
- ◆ Utah Saves, a program led by United Way of Utah, is a branch of America Saves. It is an initiative to help raise awareness about the importance of saving and also provides information about important tools and strategies for each of us to begin to strengthen our own financial stability.
- ◆ Visit the website: www.utahsaves.org, where you will find a multitude of resources to help you save money and enjoy more peace of mind.

On the front cover:

Climbing the frozen waters of Bridal Veils Falls, Provo, Utah. (Utah Office of Tourism website www.travel.utah.gov)

We'd love to hear from you. Please submit feedback, suggestions, or ideas for future articles to:
HRNewsletter@utah.gov

DHRM is adding value to the State of Utah by:

- **Increasing Customer Service**
- **Increasing Efficiency**
- **Decreasing Liability**

Department of Human Resource Management
Administrative Office
2120 State Office Building
Salt Lake City, UT 84114
Phone: 801-538-3025
Fax: 801-538-3081

Worklife Elevated**Editor in Chief:** Jeff Herring**Production Editors:**

Debbie Price

Sarah Tice

Liz Lampe

Sherry Saracino

*Worklife Elevated is published bi-monthly.***A SINCERE "THANK YOU"**

From the Newsletter Staff

Have you read an article regarding a topic that you submitted to HRNewsletter@utah.gov ? Chances are, if you have submitted a question or suggestion, you have read a published response!

The newsletter staff would like to take this opportunity to thank all of you who have submitted feedback, suggestions, or future article ideas to us. All input is given serious consideration, and, if applicable to many state employees, questions and ideas are given to subject matter experts for response in this newsletter.



Do you have a single question or idea,

or many questions and ideas



or maybe your group of co-workers has something they would like to see addressed? Please continue to submit to HRNewsletter@utah.gov.

